

# MICHIGAN DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENT

## Forest Certification Work Instruction

DRAFT     FINAL

**Date of Draft Document:**

**Effective Date:** 4-6-10

**Revision Number:** 3

**Supersedes Version Dated:** 6-29-07

---

**Work Instruction Title:** 8.1 Michigan Department of Natural Resources and Environment Staff Training for State Forest Management

**Work Area Group:** 8 - Training

---

### **Purpose:**

- (1) Provide training to empower employees to perform their jobs to the level required by DNRE policies, procedures and work instructions.
  - (2) Record all training in a database and make records available upon request from the employee or their supervisor.
  - (3) Utilize the training database to routinely monitor that training is up-to-date.
  - (4) Communicate regularly with DNRE employees to ensure understanding of this work instruction.
- 

### **Work Instruction:**

#### **1) Job training needs will be determined.**

- a) Training Officer annually reviews training needs.
  - i) Training Officer maintains a table of core training needs by program area according to the policies, procedures, and work instructions of each division.
  - ii) Training Officer shall annually assess gaps in training and compile a prioritized list by program area.
- b) Training Officer shall inform employees of scheduled training courses and opportunities.
- c) The Training Advisory Team (TAT) shall publish on the intranet the annual department training report.
- d) Supervisors will determine job training needs in conjunction with employees. As part of the annual performance appraisal process, supervisors must identify employee training needs per DNRE Personnel Manual 21.10.02 and divisions' policies.
- e) Additional learning needs recognized by the division Management Team will be added to the training plan.

#### **2) Training implementation.**

- a) Training officer schedules annual training and informs supervisors and employees of the schedule.
- b) Supervisors ensure training completion.
- c) Employees shall inform Training Officer of completion of all required training and of any additional training completed, with the exception of department or division sponsored training in which there was a sign-in sheet.
- d) Department and division trainers shall notify Training Officer of scheduled training and provide a course description and agenda. They shall also provide a copy of the sign-in sheet to the Division Training Officer within seven calendar days of the completed training.

#### **3) Training records will be maintained by the Division and shall be accessible to employees.**

- a) Division Training Officer will maintain training records to ensure training is up to date within 30 days of course completion.
- b) Training Officer will provide training records to supervisors and their employees on request.
- c) Examples of recordable training include but are not limited to: conferences, workshops, seminars, refresher training, brown bag lunch sessions, guest speakers and special presentations, thesis defense presentations, academies, webinars, and special presentations at staff/district/unit or section meetings. Any additional training the employee feels is important to their records should also be recorded.

**Scope:** (All State Forest Land and Affected Divisions):  State Forest Land  Other: \_\_\_\_\_

DNRE – FMD  DNRE – Wildlife  DNRE – Fish  DNRE – Law  DNRE – Recreation

**Responsibility and Role:** (Staff who will implement or supervise this instruction)

Job Title/Division	Role
Training Officers	Determine annual training plan for division and inform supervisors and employees. Schedule training courses and maintain training records. Distribute educational information as identified.
Supervisors	Identify employees training needs per performance appraisal system and inform Division training officer. Schedule employee training per employee annual training plan.
Division Management Teams	Identify core training required for Division positions.
Employees	Assist in identification of needed training during performance appraisal system. Attend training and notify training officer of completed training.

**Training/Skills:** (Those required to accomplish work instruction)

Item	Brief Description of Skill or Course	Exists/ New
Forest Certification Overview Training	To clearly define the role of employees in the Certification process	<input type="checkbox"/> E <input checked="" type="checkbox"/> N
Statewide Forest Certification Work Instructions	Train staff in their roles identified in the work instructions	<input type="checkbox"/> E <input checked="" type="checkbox"/> N
Knowledge of Training within Performance Management System	Make employees aware of the training component of the Performance Appraisal Process (see reference section)	<input checked="" type="checkbox"/> E <input type="checkbox"/> N

**References:**

- [DNR Personnel Manual 21.10.02 - Performance Management – Performance Appraisal Procedures](#)
- FMD Policy 142 (Personnel Training and Development)
- Training/Skills described in other Work Instructions
- Wildland and Prescribed Fire Qualification System Guide PMS 310-1 and the Michigan Addendum to the Wildland and Prescribed Fire Qualification System Guide

**Monitoring:**

- Employee and supervisor shall assess the progress after receiving priorities from Training Officer and division each year.
- Training Officer shall monitor the progress towards meeting training needs and goals by the division and report any deficiencies.

**Records:**

- Employee and supervisor shall assess the progress after receiving priorities from Training Officer and division each year. All records will be maintained by the Training Officer in Lansing and shall be available upon request by supervisor or employee.
- Forms – Training records